



CALIFORNIA EMERGENCY MANAGEMENT AGENCY CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA EMERGENCY MANAGEMENT AGENCY	RELEASE DATE:	Thursday, August 20, 2009
POSITION TITLE:	CEA II, ASSISTANT DIRECTOR GRANTS MANAGEMENT DIVISION Position Pending State Personnel Board and Department of Personnel Administration Approval	FINAL FILING DATE:	Wednesday, September 23, 2009
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$13,381.00 / Month	BULLETIN ID:	08202009_5

POSITION DESCRIPTION

Under the general direction of the Director, the Assistant Director will be responsible for planning, organizing, and directing the Grants Management Division. This position plays a key role in the development, interpretation, review and implementation of policies regarding the administration of grants management. The incumbent will act as the principal policy advisor and technical expert on issues as they relate to the Divisions. The incumbent will be responsible for advising the Director and Assistant Secretary on highly sensitive issues, intercede in potential program problems and finding resolutions if needed. This position will provide leadership and clear policy guidance as it relates to Federal/State statutes and regulations.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in

Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA

position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Demonstrated experience in developing strategic plans, analyzing state and federal legislation and collaborating with state, local and federal partners to enhance public safety, homeland security and emergency preparedness issues. The following qualifications would reflect credibly on the applicant:

1. Extensive knowledge of the Standardized Emergency Management System, National Incident Management System, National Homeland Security Strategy, Presidential Homeland Security and National Security Directives, the recommendations of the 9/11 Commission, and national strategies to enhance public safety and combat crime. 2. Extensive knowledge of Federal and State grants management. 3. Demonstrated experience in identifying opportunities and developing a policy that has advanced the Administration's public safety priorities. 4. Extensive knowledge of and experience working with policy makers at federal, state and local level. 5. Extensive knowledge of the budget and legislative process at both the Federal and California State government levels. 6. Ability to communicate with others as demonstrated by strong written and verbal communications skills; strong negotiating skills; and particularly the ability to represent the Agency effectively before a wide range of audiences, including the State Legislature, local government, the public or other similar body. 7. Leadership experience in working collaboratively with state or local governments or political subdivisions, local community-based organizations, or public or private agencies in implementing and operating complex and large-scale programs or projects. 8. Demonstrated ability to develop a multi-agency solution to a homeland security, emergency management or public safety challenge. 9. Strong management and leadership skills, particularly in the area of policy development and development and the demonstrated ability to facilitate the establishment of priorities. 10. Demonstrated ability to effectively communicate, orally and in writing, in the preparation of issue and decision briefs, and to provide training and technical assistance to our internal, state and local partners with respect to overarching homeland security, emergency management and public safety strategies. 11. Extensive knowledge of the Agency's organization, objectives, programs and policies.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA II, ASSISTANT DIRECTOR GRANTS MANAGEMENT DIVISION Position Pending State Personnel Board and Department of Personnel Administration Approval**, with the **CALIFORNIA EMERGENCY MANAGEMENT AGENCY**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's

education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CALIFORNIA EMERGENCY MANAGEMENT AGENCY, Personnel Section - Exam Unit
3650 Schriever Avenue, Mather, CA 95655
Gail Loesch | (916) 845-8323 | Gail_Loesch@oes.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA EMERGENCY MANAGEMENT AGENCY reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>